UNITED
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Secretariat

ST/IC/1993/66
2 December 1993

INFORMATION CIRCULAR

To: Members of the Staff

From: The Director of Personnel

Subject: PLACEMENT AND PROMOTION*

1. Effective 15 November 1993, placement and promotion policies in the Secretariat are governed by the provisions of ST/SGB/267 of 15 November 1993 and ST/AI/390 of 15 November 1993. The purpose of this circular is to draw the attention of the staff at large to some important procedures related to the placement and promotion system. Staff members' cooperation and compliance with these procedures will facilitate the implementation of the system and speed up the process.

Posting of vacancies

2. At Headquarters, the list of vacancies for all posts to be published by the Office of Human Resources Management (OHRM) in accordance with the relevant provisions of ST/AI/390, will be posted on the bulletin boards in the lobby of the Secretariat building (near the cafeteria), on the 2nd floor (lounge area) of the DC-1 building and on the 3rd floor of the DC-2 building. The list of vacancies for posts in the Professional category and above will be electronically transmitted to offices away from Headquarters on the day of posting in New York. The list of vacancies for all posts will also be transmitted to the chiefs of administration of field missions for immediate posting at their respective duty stations. The transmission date will appear on the list of vacancies for the purpose of establishing the deadline for application.

Application for vacancies

3. Staff members may apply for published vacancies within three weeks of the publication or transmission date. In applying for vacancies, staff members must indicate their name and index number, the vacancy number, and the post number

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* Personnel Manual index No. 4087.

and title. They may update the factual information that is in their official status file, if necessary, and attach a copy of their latest performance evaluation report, if available. Applicants should also write a statement, not exceeding one page, to explain why they believe they qualify for the post. A sample one-page application form is attached to this circular as an annex and staff members are urged to use this format in their applications, which must be sent directly, by fax if necessary, to the recruitment and placement officer or local personnel officer whose name and fax number appear for that vacancy.

Review by staff members of their official status file

4. As noted in paragraph 11 of ST/AI/390, staff members should regularly review their official status files. At Headquarters they should address a written request to the Supervisor, Personnel Records Unit, room S-2465. At offices away from Headquarters, they should contact the local personnel office. Should any information relevant to their qualifications be missing, such omission should be brought to the attention of their executive/administrative officer or the head of administration of their department or office. These officers will be responsible for ensuring that the records are updated as appropriate.

Eligibility

5. In order to qualify for consideration for internal vacancies, staff members in the General Service and related categories must have been recruited through the established recruitment procedures of the United Nations Secretariat. Staff members in the Professional category must have been recruited through the United Nations Secretariat appointment and promotion bodies or competitive examinations and must be at the same level of the post or one level below. If the latter, staff members must fulfil the established requirement of minimum seniority in grade for the category of their current position.

6. The established requirement of minimum seniority in grade for staff in the Professional category and above is as follows:

P-1 to P-2 - Two years

P-2 to P-3 - Three years

P-3 to P-4 - Three years

P-4 to P-5 - Five years

P-5 to D-1 - Five years

7. For staff in the General Service and related categories, the established requirements of minimum seniority in grade will be announced in separate circulars at the duty stations concerned.

8. Guidelines and special measures to improve the status of women will continue to apply, particularly ST/SGB/237 of 18 March 1991 concerning the seniority of women staff. Seniority of women staff should be calculated as the average seniority in their current grade and in their immediately preceding grade.

Pre-review procedure

9. Staff members who have applied for a vacancy and who have been notified by OHRM or the local personnel office, in accordance with the relevant provisions in ST/AI/390, that they have not been recommended, may, if they so wish, provide, in writing, additional information relevant to their application which may not be available to the appointment and promotion bodies. This information must be provided within 10 working days from the day of notification, and must be addressed to the chairman of the appropriate appointment and promotion body through its secretariat. 1/ If received on time, this additional information, which must be in a concise format not exceeding one page, will be available to the appointment and promotion bodies at the time the case is being considered.

10. In order to facilitate the pre-review procedure, applicants are requested to provide additional information in multiple copies to the appropriate appointment and promotion body, as follows:

(a) For posts in the General Service and related categories: 12 copies;

(b) For posts in the Professional category and above: 25 copies.

Selection, movement and promotion

11. Following the decision of the Secretary-General, the secretariat of the appointment and promotion bodies will inform the selected staff member, and the applicants who have submitted additional "pre-review" information, of the outcome of the selection process.

12. Selected candidates must be released from their current posts at the earliest possible date, but normally not later than six weeks after their selection. Justification for any delay beyond this period will have to be submitted by the releasing department/office to the Director of Personnel for approval.

13. OHRM will publish a quarterly list of staff transferred laterally or promoted under this system.

Transitional period cases

14. For posts which became vacant during the transitional period, i.e., from 1 July 1993 to 15 November 1993, or before, cases should be presented to the appropriate appointment and promotion bodies without delay, together with the list of collaterals considered. In any instance where a post has been encumbered by a staff member whose grade is two levels below that of the post, a vacancy announcement must be circulated without delay.

Notes

1/ Cases in the General Service and related categories will be considered by the Appointment and Promotion Panel at the duty station where the vacancy is located. Cases at the P-2 to P-4 levels will be considered by the Appointment and Promotion Committee at the duty station where the vacancy is located. Cases at the P-5 and D-1 levels will be considered by the Appointment and Promotion Board in New York. Cases for promotion to the D-2 level will be governed by the provisions of ST/SGB/266 of 5 November 1993.

Annex

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APPLICATION FOR VACANCY

(For use by United Nations Secretariat staff members only)

Section one: Personal data

Name: _____ _____ _____
Last *First* *M.I.*

Duty Station: _____

Period at Duty Station: _____

Index Number: _____
Current title: _____
Grade/Step: _____
Dept/Office: _____

Section two: Vacancy

Vacancy Announcement Number: _____

Post Number: _____
Post Title: _____
Dept/Office: _____
Duty Station: _____

Latest copy of PER attached: ☐ Period covered in PER: _____

Statement of qualifications (Please limit comments to space provided - Please TYPE or PRINT clearly):

This application should be signed and submitted (by fax if necessary) to the RPO/LPO indicated in the Vacancy Announcement.

Date: _____ Signature: _____ PPS-2

UNITED NATIONS **ST**

Secretariat

ST/IC/1993/66/Add.1
2 December 1993

INFORMATION CIRCULAR

To: Members of the Staff

From: The Director of Personnel

Subject: PLACEMENT AND PROMOTION*

1. With reference to paragraph 7 of ST/IC/1993/66 of 2 December 1993 on placement and promotion, the present established requirements for minimum seniority in grade for the General Service and related categories in New York are as follows:

General Service	Trades and Crafts	Security and Safety
G-1 to G-2 - 1 year	TC-1 to TC-2 - 1 year	S-1 to S-2 - 2 years
G-2 to G-3 - 1 year	TC-2 to TC-3 - 2 years	S-2 to S-3 - 2 years
G-3 to G-4 - 2 years	TC-3 to TC-4 - 3 years	S-3 to S-4 - 3 years
G-4 to G-5 - 3 years	TC-4 to TC-5 - 3 years	S-4 to S-5 - 3 years
G-5 to G-6 - 4 years	TC-5 to TC-6 - 4 years	S-5 to S-6 - 4 years
G-6 to G-7 - 4 years	TC-6 to TC-7 - 4 years	S-6 to S-7 - 4 years
	TC-7 to TC-8 - 4 years	

2. Staff members in the General Service and related categories may apply for posts in any of those categories, provided that they meet the requisite seniority and qualifications for the post.

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UNITED NATIONS

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Secretariat

ST/IC/1993/67
3 December 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1993 will be Friday, 24 December. For New Year's Day, it will be Friday, 31 December 1993. Pursuant to the same rule, the Secretary-General has designated Monday, 27 December 1993, as the ninth official holiday at Headquarters for 1993. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 28 and 30 December 1993.

2. The United Nations Headquarters buildings will be closed to the public and guided tours will be suspended on 24, 27 and 31 December 1993. In addition, guided tours will be suspended on weekends and holidays during the months of December 1993 and January and February 1994.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of General Services. Parties will be authorized for 21, 22 and 23 December (Tuesday to Thursday) and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Director, Office of General Services, room S-2135C, not later than 10 December 1993, indicating:

(a) The department, office or organization holding the party;

(b) The date and hour of the party;

(c) The proposed location of the party;

(d) The approximate number of persons expected to attend as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) The name of the senior official designated to assume full responsibility for the party;

(f) The type of party and facilities required.

5. Once approval has been granted, if services for movers, electricians, audio technicians, etc. are required, they will be provided subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

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(a) Provision of dance floor/raised platform	100
(b) Electricians	60 a/
(c) Audio technicians	65 a/

6. Upon approval from the Office of General Services:

(a) Requests for the above services should be made to the Chief, Buildings Management Service, room S-2170A, extension 3.2214, with a copy to the Chief, Commercial Activities Service, room A-6104;

(b) Requests for catering services for parties should be addressed to Restaurant Associates, extension 3.7098 or 3.7099.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance, or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

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a/ Per work-hour.

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Secretariat

ST/IC/1993/68
7 December 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Controller

Subject: DECEMBER MID-MONTH SALARY ADVANCE

1. For the past two years, it has not been possible to include the additional amount of approximately one half of the regular mid-month salary advance that had traditionally been paid in the middle of December, owing to the critical cash shortage confronting the Organization at those times.

2. Again this year, as indicated in the reports of the Secretary-General to the General Assembly on the financial situation of the United Nations (A/48/503 and Add.1), the level of unpaid assessed contributions continues to be very high. As of 30 November 1993, unpaid contributions exceeded $1.6 billion. Thus, the cash situation of the Organization remains precarious.

3. In these circumstances, it is necessary once again to restrict the amount of the December mid-month salary advance to the level normally paid in other months.

4. I regret that, in the light of the continuing financial difficulties of the Organization, there is no alternative to this course of action.